

# FY22 c2\_PGA\_Project Grants in Education for Individuals

---

*Rhode Island State Council on the Arts - Individuals*

## *Guidelines and Template Forms*

---

- Project Grants for Individual Artists Guidelines (PDF)
- Project Budget Template (Excel)
- Evaluation Rubric (PDF)

### **April 1, 2021 - COVID 19 Considerations -**

For FY22, we are not proposing changes to the existing guidelines. While we recognize how we support Education in Rhode Island may look different in the near future, the April grant cycle will be a jumping off point for gathering information for ways we can be more responsive with funding in the future.

To be eligible for RISCA funding during the current Governor-declared State of Emergency, a project must conform to established safety standards and regulations at the time of project implementation. We understand these regulations are shifting, and your project may have to shift or pivot to comply. If you are awarded a grant, and your project shifts due to federal, state, county, or city COVID-19 regulations, you will need to update the grant program director via email. More info and details will be in the grant agreement form. [Click here for current state level regulations impacting school.](#)

## *Applicant Eligibility - Individuals*

---

### **Applicant Legal Name**

This is the name that should appear on legal documents such as tax forms, licenses, grant checks and other official documents.

*Character Limit: 100*

### **Statement of Project Eligibility**

**In addition to responding to the questions below, in order to qualify for PGA support, your project must:**

- Be a pilot program, a completely new initiative.
- Be at least 10 sequential days of service in an education setting.

- Identify RI Teaching Artists or arts organizations as partners. No out of state artists or organizations will be funded and applications that do not name artists or organizational partners will not be considered. This person can be the applicant.
- Include a project timeline or preliminary schedule.
- Use the budget template provided.

Does your project and the corresponding PGA application meet the 5 criteria listed here?

### Choices

Yes

No

### Can your proposed project be described by any of the following?\*

- Bricks and mortar activities, capital improvements, or the purchase of permanent equipment
- Eliminating/reducing existing debt, or contributions to an endowment fund
- Fundraising efforts, such as social events or benefits
- Prizes and awards
- Hospitality expenses, such as food and beverages for openings or receptions
- Expenses incurred or activities occurring prior to July 1 or after June 30 in the fiscal year in which the grant has been awarded
- Regranting or awarding funds to another person or entity
- Activities which are part of a graduate or undergraduate degree program, or for which academic credit is received
- Applications for projects that proselytize or promote religious activities, or which take place as part of a religious service
- Performances and exhibitions not available to the general public, or which are inaccessible to people with disabilities

The answer to this question must be "no" in order to be eligible for a Project Grant in Education.

### Choices

Yes

No

### Are you a US citizen or Green Card holder and a resident of the State of Rhode Island?\*

You must be a United States citizen or Green Card holder and a current, legal resident of the State of Rhode Island. You must have established legal residence in Rhode Island for a minimum of twelve consecutive months prior to the date of application and you must be a current legal resident of the State of Rhode Island at the time that grant funds are disbursed. Rhode Island State Law (§44-30-5) defines a "resident" as someone "who is domiciled in this state" or "who is not domiciled in this state but maintains a permanent place of abode in this state and is in this state for an aggregate of more than one hundred eighty-three (183) days of the taxable year. If

an individual selected for a grant award is no longer a resident of the State of Rhode Island when funds are to be disbursed, the grant award may be withdrawn.

### Choices

Yes  
No

### Are you over 18 years of age?

#### Choices

Yes  
No

### Are you a student in an arts-related degree program?\*

If you are in a degree program and have a question about whether it is arts related, please contact Maggie Anderson at [maggie.anderson@arts.ri.gov](mailto:maggie.anderson@arts.ri.gov).

#### Choices

Yes  
No

## *Project Overview*

---

### Project Name\*

Please provide a brief two to five word title for your proposed project

*Character Limit: 250*

### Project Summary\*

Please describe your project in 2-3 sentences. NOTE: This summary will be the official description of your project in public records, public announcements, and council review. Please carefully proofread, and use a third person description, such as: ABC Artist will hold an outdoor summer concert at XYZ park.

*Character Limit: 400*

### Amount Requested\*

Grant request can range from \$500-\$3,000

*Character Limit: 20*

## *Project Site*

---

### Project Location\*

List all locations for various activities of this project, including rehearsal spaces, fabrication studios, performance or exhibition venues, etc.

*Character Limit: 1500*

## Are your sites fully accessible?

If your facilities do not comply fully with the Americans with Disabilities Act (ADA), your project may not be eligible for RISCA funding. Are your facilities fully accessible?

### Choices

Yes

No

## If your answer is no, how will you provide reasonable accommodation for all learners?

*Character Limit: 250*

## *Artistic Merit - Participating Artists*

---

### Participating Artists and Organizations\*

List the names of any artists (including the applicant) or organizations involved with this project. Provide information about the artists' work and professional history. Provide information about the organization that is relevant to the artistic merit of the project.

*Character Limit: 3500*

## *Clarity and Achievability - Project Description*

---

### Detailed Project Description

Clearly State:

- what will be done
- when and where things will take place
- how the artist will go about organizing, managing and evaluating this pilot program.

*Use this detailed description to communicate why this project should be supported by public funds. During the application review, evaluators will look for evidence that the project is achievable.*

*Character Limit: 3500*

### Project State Date\*

- *For applications submitted to the April deadline, activities may start no sooner than July 1 of this year.*
- *For applications submitted to the October deadline, activities may start no sooner than January 1 of next year.*

*Character Limit: 10*

### Project End Date\*

*Date on which grant funded activity will end (no later than June 30 of next year).*

*Character Limit: 10*

### Timeline\*

Provide a detailed timeline of the project from planning through completion. Remember that all RISCA funds must be used within the official grant period (July-June for April applications; January-June for October applications).

*Character Limit: 2500*

### Desired Outcomes

Describe your desired outcomes for the project. How will you document, assess and evaluate for learning?

*Character Limit: 2500*

### Past Experience\*

Provide a brief description of any past experience you have had which may contribute to the success of the project. If you are a repeat applicant, how will this phase of the project differ from/build upon earlier programs and use prior evaluation results?

*Character Limit: 1500*

## *Curriculum Connection - Project Description*

---

### Student Learning\*

Use this section to illustrate a curriculum based collaboration between the artist(s) and others within the school community (teachers, administrators, students, parents). There should be clear indications of integration of curriculum standards/frameworks, including NCAS (National Core Arts Standards) and ample evidence that this project is a genuine collaboration between the classroom teachers and teaching artists.

**How will this project broaden and deepen student learning?**

- Describe connections to curriculum and/or arts standards.
- How does this project engage ALL learners?

*Character Limit: 2000*

## *Project Budget*

---

### Project Budget\*

All applications must include their Project Budget using the official “**RISCA Project Grants in Education for Individuals (PGA) Budget template**”. (Download the PGE Excel Budget Template using the link located at the top of this application under *Guidelines and Template Forms.*)

Once the form is completed, save in either **Excel** or **PDF** format and then click below to upload and attach the Project Budget to your application.

*File Size Limit: 2 MB*

### **Total Project Income\***

Total amount of projected cash income (grants, donations, earned revenue, etc) for the proposed project. Do not include in-kind. This amount must match the amount of income noted in your project budget.

*Character Limit: 20*

### **Total Project Expenses\***

Total amount of projected cash expenses (grants, donations, earned revenue, etc) for the proposed project. Do not include in-kind. This amount must match the amount of expenses noted in your project budget form.

*Character Limit: 20*

### **TOTAL Value of In-Kind\***

Please enter the cash value of all in-kind contributions to your project. These may include prorated salaries for participating staff, donated materials, volunteer hours, etc. Up to 25% of the required total project match can be in-kind.

*Character Limit: 20*

## *Supporting Materials*

---

If your application deals with the work of a particular artist or artists, please provide audio samples, video samples, or digital images of that artist's work, whichever is applicable. These may be uploaded directly to the application form, or you may copy and paste to the appropriate material in the support materials box.

Other suggested support materials for your organization/project include:

- Brochures, postcards, catalogs and other mailings.
- Select press and publicity.
- Resumes/CVs of lead artists and/or staff.
- Sample publications.
- Letters of support.

You are not required to upload material in all five boxes, though a variety of materials is encouraged in order to illustrate the strengths of your project to the review panel.

In the text box provided for each item, please include a brief description (e.g. in the case of

artist work, list the title, medium, dimensions, year of completion, duration, etc.). Please limit audio and video clips to no more than 2 minutes. (If a sample is longer than two minutes, please indicate start and end times for the clip you would like the panel to review.)

PLEASE NOTE: The online system can accommodate images, text documents, video, and audio in most formats, however *there is a 25 MB limit for ALL support materials combined*. We recommend that video be uploaded to a site such as Vimeo or YouTube, and links provided in an uploaded document. If you have any questions, contact Maggie Anderson (Maggie.Anderson@arts.ri.gov) or 401-222-6994.

### Support Material 1

*File Size Limit: 2 MB*

### Support Material 2

*File Size Limit: 2 MB*

### Support Material 3

*File Size Limit: 2 MB*

### Support Material 4

*File Size Limit: 2 MB*

### Support Material 5

*File Size Limit: 2 MB*

### Website or Link to Online Files

*Character Limit: 2000*

### Website or Link to Online Files

*Character Limit: 2000*

### Support Materials List\*

Please attach a numbered list of all support materials that you are submitting with your application. Please include all letters of support, images, discs or media files, resumes of participating artists, website links, etc.

*File Size Limit: 2 MB*

## *Who are Your Elected Officials?*

---

*Effective date 03/01/21: We are using first and last names and not district numbers to track your elected officials.*

To look up who your elected officials are, please visit the Rhode Island Secretary of State website: <http://www.sos.ri.gov/vic>

1. From the dashboard on the RI Secretary of State website, click “**Find Your Elected Officials**”.
2. **Next, enter the address** in the fields provided (on the voter website) in which your business address (or that of your fiscal sponsor, if you are using one) is located. This must be a street address and NOT a post office box. Click “CONTINUE”.

Please enter the first and last name of your Representative in Congress:

**First Name (Representative in Congress)\***

*Character Limit: 150*

**Last Name (Representative in Congress)\***

*Character Limit: 150*

Please enter the first and last name of your Representative in General Assembly:

**First Name (State Rep in General Assembly):\***

*Character Limit: 150*

**Last Name (State Rep in General Assembly):\***

*Character Limit: 150*

Please enter the first and last name of your State Senator in General Assembly:

**First Name (State Senator in General Assembly):\***

*Character Limit: 150*

**Last Name (State Senator in General Assembly):\***

*Character Limit: 150*

## *Data for Federal and State Reporting*

---

**Answer the following questions to the best of your ability.** This information will not affect how your application is evaluated but is necessary for reporting on our applicants to the federal and state government. The Organizations Program Director, will review the information here and reach out if they have any questions when it is time to create and file reports.

### **Applicant status\***

Please designate the legal status of your organization. Individuals Select "01".

### **Choices**

01 Individual

### **Applicant Institution\***

#### **Choices**

01 Individual

### **Applicant Discipline\***

Select the primary numeric code from the list provided that best describes the main art form of your organization.

#### **Choices**

- 01 DANCE
- 02 MUSIC
- 03 OPERA/MUSICAL THEATRE
- 04 THEATRE
- 05 VISUAL ARTS
- 06 DESIGN ARTS
- 07 CRAFTS
- 08 PHOTOGRAPHY
- 09 MEDIA ARTS
- 10 LITERATURE
- 11 INTERDISCIPLINARY
- 12 FOLK/TRADITIONAL ARTS
- 13 HUMANITIES
- 14 MULTIDISCIPLINARY
- 15 NON-ARTS/NON-HUMANITIES

### **Project Discipline\***

Choose the primary arts discipline of this project from the codes provided.

#### **Choices**

- 01 DANCE
- 02 MUSIC
- 03 OPERA/MUSICAL THEATRE
- 04 THEATRE
- 05 VISUAL ARTS
- 06 DESIGN ARTS
- 07 CRAFTS
- 08 PHOTOGRAPHY
- 09 MEDIA ARTS
- 10 LITERATURE
- 11 INTERDISCIPLINARY
- 12 FOLK/TRADITIONAL ARTS
- 13 HUMANITIES
- 14 MULTIDISCIPLINARY
- 15 NON-ARTS/NON-HUMANITIES

## Type of Activity\*

Select the code that best describes the activities of your project.

### Choices

- 01 Acquisition
- 02 Audience Services
- 03 Award/Fellowship
- 04 Creation of a Work of Art
- 05 Concert/Performance/Reading
- 06 Exhibition
- 07 Facility Construction, Maintenance, Renovation
- 08 Fair/Festival
- 09 Identification/Documentation
- 10 Institution/Organization Establishment
- 11 Institution/Organization Support
- 12 Arts Instruction
- 13 Marketing
- 14 Professional Support - Administrative
- 15 Professional Support - Artistic
- 16 Recording/Filming/Taping
- 17 Publication
- 18 Repair/Restoration/Conservation
- 19 Research/Planning
- 20 School Residency
- 21 Other Residency
- 22 Seminar/Conference
- 23 Equipment Purchase/Lease/Rental
- 24 Distribution of Art
- 25 Apprenticeship/Internship
- 26 Regranting
- 27 Translation
- 28 Writing About Art
- 29 Professional Development/Training
- 30 Student Assessment
- 31 Curriculum Development/Implementation
- 32 Stabilization/Endowment/Challenge
- 33 Building Public Awareness
- 34 Technical Assistance.
- 35 Web Site/Internet Development
- 36 Broadcasting
- 99 None of the Above

## Arts Education

Use this field to describe the arts education component of your project, according to the following definition: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

### Choices

- 01 50% or more of project activities are arts education
- 02 Less than 50% of project activities are arts education
- 99 No arts education

## Applicant Race\*

### Choices

- A Asian
- B Black/African American
- H Hispanic/Latino
- N American Indian/Alaska Native
- P Native Hawaiian/Pacific Islander
- W White

## Assurances

---

The applicant agrees to abide by all the General Terms and Conditions and Assurances as outlined at <http://www.arts.ri.gov/legal>, and has reviewed this information prior to submitting this application. By submitting your application you are agreeing to abide by all of these federal and state terms and conditions if you receive support from RISCA. The applicant understands that all grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. Prior funding does not guarantee support in current or future years. The applicant understands that all RISCA grant award programs are contingent upon the availability of funds from the General Assembly of the State of Rhode Island and the National Endowment for the Arts, a federal agency.

The applicant will assure that it and any organization assisted by it will comply with Titles I - IV of the Americans with Disabilities Act of 1990 (PL 101-336), as amended, Title VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., PL 88-352) as amended, Sections 503 & 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Equal Employment Opportunity Act of 1972 (PL 92-261), Rhode Island Executive Order #19, 1977, and where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), to the end that no person in the United States shall, on the grounds of race, color, religion, sex, age, national origin, handicap, or sexual orientation, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the applicant received financial assistance from the Council.

It is understood by the applicant and the Rhode Island State Council on the Arts (RISCA) that RISCA reserves the right to use any text, photographs, audio, or video submitted as part of this application for limited non-commercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc.

The applicant certifies that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of their knowledge, and that the applicant is an eligible individual as specified in the guidelines.

**By checking this box I agree to all of the above\***

**Choices**

I agree to the above Assurances